

**WILLMAR PLANNING COMMISSION  
CITY OF WILLMAR, MN  
WEDNESDAY, SEPTEMBER 1, 2021**

**MINUTES**

1. The Willmar Planning Commission met on Wednesday, September 1, 2021, at 6:00 p.m. at the Willmar City Offices Conference Room #1.

**\*\* Members Present:** Jeff Kimpling, Cletus Frank, Khalif Ahmed Bashir, Steven Dresler, and Terry Sieck, Stephanie Carlson

**\*\* Members Absent:** Johnathan Marchand, Justice Walker

**\*\* Others Present:** Willard Huyck – Interim Planner, Sarah Swedburg – EDC, Aaron Backman – EDC, Josh Johnson – Bollig Engineering, Leslie Valiant – City Administrator

2. MINUTES: Minutes of the August 4, 2021 meeting were approved as presented. Motioned by Commissioner Frank, seconded by Commissioner Sieck.
3. RDC National, Inc. Vacation of Easements – File 21-01: Ms. Swedburg presented a request from RDC National, Inc. for a vacation of right-of-way, drainage, utility and other easements at 32<sup>nd</sup> Street SW right-of-way between Trott Ave SW and Willmar Avenue SW within Willmar Industrial Park Fourth Addition, Kandiyohi County, Minnesota. Vacations are requested for all utility easements for any utilities within that location, and all drainage, utility and other easements located in Lots 1, 2 and 3 of Block Two, and Lots 1, 2, 3, 4, 5, 6, 7 and 8 of Block Three, Willmar Industrial Park Fourth Addition, Kandiyohi County, Minnesota.

Staff recommended that the Commission approve Resolution 21-01, recommending the vacation of right-of-way and easements, and forward to City Council for review.

- A. All other land use, land sale, and associated agreements or authorizations for RDC National Inc.'s proposed logistics facility development shall be approved by Planning Commission and/or City Council, as applicable.
- B. Developer shall successfully close on its purchase of real property from the City and record the quit claim deed evidencing such conveyance with the Kandiyohi County Recorder.
- C. Developer's proposed major subdivision (formally initiated by the City Council) shall be approved by the Planning Commission and City Council and Developer shall record the final plat dedicating replacement easements to the satisfaction of the City Engineer and Willmar Municipal Utilities with the Kandiyohi County Recorder.

Vice Chairman Kimpling opened the matter for discussion.

Commissioner Dresler asked for a status on the project's traffic analysis and whether it examined the traffic flow of trucks at the site.

Mr. Johnson indicated that it had been completed and that it would include such an analysis. Ms. Swedburg also noted that the City was installing a traffic light at Willmar Avenue and County Road 5.

Commissioner Carlson asked whether Public Works had been contacted about rerouting the storm water catch basins on 32<sup>nd</sup> Street.

Ms. Swedburg confirmed that those discussions had taken place, and that plans were in place to reroute them as necessary.

Vice Chairman Kimpling asked for a motion on the resolution.

Commissioner Carlson motioned to approve the resolution. Commissioner Frank seconded. The resolution was approved 6-0, with the following conditions:

- A. All other land use, land sale, and associated agreements or authorizations for RDC National Inc.'s proposed logistics facility development shall be approved by Planning Commission and/or City Council, as applicable.
  - B. Developer shall successfully close on its purchase of real property from the City and record the quit claim deed evidencing such conveyance with the Kandiyohi County Recorder.
  - C. Developer's proposed major subdivision (formally initiated by the City Council) shall be approved by the Planning Commission and City Council and Developer shall record the final plat dedicating replacement easements to the satisfaction of the City Engineer and Willmar Municipal Utilities with the Kandiyohi County Recorder.
4. RDC National, Inc. Plan Review File 21-06: Ms. Swedburg, Mr. Backman and Mr. Johnson presented a plan review to allow for the construction of a large distribution center in Willmar Industrial Park Fourth Addition legally described as: Blocks 2 and 3, Willmar Industrial Park 4<sup>th</sup> Addition, also part of 32<sup>nd</sup> St SW, and part of the Southeast ¼ of Section 17, Township 119. Range 35 described as follows: Beginning at the Northwest corner of Block2, Willmar Industrial Park Fourth Addition; thence South 916.02 feet; thence West 300.50 feet; thence North 916.02 feet; thence East 300.5 feet to point of beginning.

Staff recommended approving the plan review with the following conditions:

- A. All other land use, land sale, and associated agreements or authorizations for RDC National Inc.'s proposed logistics facility development shall be approved by Planning Commission and/or City Council, as applicable.
- B. Developer shall successfully close on its purchase of real property from the City and record the quit claim deed evidencing such conveyance with the Kandiyohi County Recorder.
- C. Developer's proposed major subdivision (formally initiated by the City Council) shall be approved by the Planning Commission and City Council and Developer shall record the final plat dedicating replacement easements to the satisfaction of the City Engineer and Willmar Municipal Utilities with the Kandiyohi County Recorder.
- D. The use shall meet all applicable local, state and federal rules and regulations at all times.

Commissioner Carlson asked if there was a plan for the company managing the distribution center to maintain the surrounding roads amidst the increased truck traffic, especially Willmar Avenue.

Mr. Backman responded that all the relevant roads in the Fourth Addition are 10-ton and designed for semi-truck traffic. Ms. Swedburg detailed plans on the part of the City and County to maintain relevant portions of County Road 5 in anticipation of the increased truck traffic. Mr. Johnson stated that the traffic study did not forecast a detrimental increase in truck traffic on Willmar Avenue.

Vice Chairman Kimpling read the findings of fact.

Vice Chairman Kimpling asked for a motion on the plan review.

Commissioner Frank asked about the timeline for installing the traffic lights and whether their installation would align with the facility's opening date. Ms. Swedburg tentatively estimated a 12-18 month timeline and expressed hope that the lights would be installed in time for the facility's opening.

Commissioner Dresler motioned to approve. Commissioner Frank seconded. The plan review was approved 6-0, with the following conditions:

- A. All other land use, land sale, and associated agreements or authorizations for RDC National Inc.'s proposed logistics facility development shall be approved by Planning Commission and/or City Council, as applicable.
- B. Developer shall successfully close on its purchase of real property from the City and record the quit claim deed evidencing such conveyance with the Kandiyohi County Recorder.
- C. Developer's proposed major subdivision (formally initiated by the City Council) shall be approved by the Planning Commission and City Council and Developer shall record the final plat dedicating replacement easements to the satisfaction of the City Engineer and Willmar Municipal Utilities with the Kandiyohi County Recorder.
- D. The use shall meet all applicable local, state and federal rules and regulations at all times.

Vice Chairman Kimpling thanked Mr. Backman and Ms. Swedburg for their work on this project.

5. Miscellany:

Vice Chairman Kimpling raised the question of revising the Commission's meeting time. Commissioner Sieck motioned to change the meeting time to 6:30. Commissioner Carlson seconded. The motion passed by voice vote. Administrator Valiant detailed the process for putting that change into effect.

Commissioner Frank asked that page numbers be included in future meeting packets.

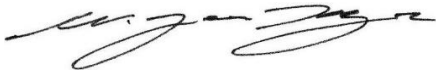
Commissioner Frank asked that copies of purchase agreements be provided in future instances where the Commission is considering purchase or sale agreements.

Commissioner Frank asked for a summary of what will be considered at the next meeting. Ms. Swedburg replied that a major subdivision and rezoning will be considered. Administrator Valiant added that a conditional use permit for a Homeowner Occupation will also be considered.

Mr. Backman provided updates on various residential complexes being developed in Willmar.

There being no further business to come before the Commission, the meeting adjourned at 7:15 p.m.

Best Regards,

A handwritten signature in black ink, appearing to read "Willard Huyck", written in a cursive style.

Willard Huyck  
Interim Planner

**PLANNING COMMISSION – SEPTEMBER 1, 2021**  
**STAFF COMMENTS**

**1. RDC NATIONAL INC. VACATION OF EASEMENTS – FILE NO 21-01**

- A purchase agreement between the City of Willmar and RDC National Inc was approved on August 16, 2021, and an ordinance to authorize the sale of land has been introduced to City Council, following the Planning Commission's review on August 4, 2021. A public hearing will be held at the City Council on September 7, 2021 for the land sale ordinance.
- The purchase agreement began the formal vacation of easements process, initiated by the City of Willmar.
- On August 16, 2021, City Council passed Resolution 2021-179 initiating the vacation of the following right-of-way, drainage, utility, and other easements situated in the City of Willmar, Kandiyohi County, Minnesota more particularly described as: 32<sup>nd</sup> Street SW right-of-way between Trott Ave SW and Willmar Avenue SW within Willmar Industrial Park Fourth Addition, Kandiyohi County, Minnesota, together with all utility easements for any utilities (including those presently existing) therein; AND All drainage, utility and other easements lying on, over, under and across Lots 1, 2 and 3 of Block Two, and Lots 1, 2, 3, 4, 5, 6, 7, and 8 of Block Three, Willmar Industrial Park Fourth Addition, Kandiyohi County, Minnesota, previously dedicated, conveyed or granted on the recorded plat of Willmar Industrial Park Fourth Addition
- All City Departments and utility companies have been involved with this project to insure proper relocation of required utilities will take place so all existing and future developments have adequate access to City infrastructure.
- The open stormwater ditch running North & South through Block Two will be relocated and a new easement established prior to recording a final plat.
- The 69 KV electrical easement on the West edge of the platted Willmar Industrial Park Fourth Addition will not be vacated at this time.

RECOMMENDATION: Approve the resolution recommending the vacation of easements, with the following conditions, and forward to City Council for final review:

- A. All other land use, land sale, and associated agreements for RDC National Inc's logistics facility development shall be approved by Planning Commission and City Council.

**2. RDC NATIONAL INC. PLAN REVIEW – FILE NO 21-06**

- The applicant is Josh Johnson of Bollig Engineering on behalf of RDC National Inc.
- The applicant is requesting a plan review to allow the construction of a large distribution center in Willmar Industrial Park Fourth Addition legally described as: Blocks 2 and 3, Willmar Industrial Park 4th Addition, also part of 32<sup>nd</sup> St SW (to be vacated), and part of the Southeast ¼ of Section 17, Township 119, Range 35 described as follows: Beginning at the Northwest corner of Block 2, Willmar Industrial Park Fourth Addition; thence South 916.02 feet; thence West 300.50 feet; thence North 916.02 feet; thence East 300.50 feet to point of beginning.
- The property is zoned G (Government/Institution) and I-1 (Limited Industry). A rezoning application has been submitted, requesting all property to be zoned I-1. A public hearing will be held at the next Planning Commission meeting to review this request.
- A Major Subdivision application has been submitted to replat the project area into one parcel. A public hearing will be held at the next Planning Commission meeting to review this request.

- Lot width, area, and setbacks are well exceeded.
- The property is approximately 31.14 acres and the proposed building is approximately 217,000 square feet.
- The site will be accessed off of Willmar and Trott Avenue SW.
- The site is currently vacant and shovel-ready certified.
- As part of the purchase and development agreements with the City of Willmar, the City will be pursuing the placement of a traffic light at the intersection of Willmar Ave SW & County Road 5.
- Site Plan includes ample parking spaces to accommodate all operations onsite

RECOMMENDATION: Approve the plan review with the following conditions:

- A. All other land use, land sale, and associated agreements shall be approved by Planning Commission and City Council.
- B. The use shall meet all applicable local, state, and federal rules and regulations at all times.